



**Hurricane Valley Fire
Special Services District**
202 East State Street, Hurricane, Utah 84737
(435) 635-9562

Executive Board Meeting Minutes

October 14, 2015

Members Present: Bill Adams, Kevin Tervort, Ken Hooten, Darrin LeFevre, Bruce Densley - electronically

Other Attendees: Gary Kuhlmann, Mayor Peterson, Pam Humphries, Steve Lewis, Mrs. Lewis, Paul Farthing, Merlin Spendlove, Tyler Ames, Nick Wright, Nick Mees, Tim Rohmann

Staff: Tom Kuhlmann, Patty Olesky

A. Meeting Called to Order: Darrin LeFevre 5:34 pm

Invocation: Darrin LeFevre

Pledge of Allegiance: Kevin Tervort

B. Consent Agenda:

1. Conflict of interest: None
2. Agenda: No Comments

Motion: Kevin Tervort, to approve the consent agenda consisting of minutes from the July 29th, August 21st, and September 9th meetings along with checks for \$689,039.57 and deposits for \$317,620.62 for the 3rd quarter period.

Second: Bill Adams

Vote: Aye: All
Nay: None

C. Citizen Comment & Request for Future Agenda Items: None

D. Public Hearing:

Motion: Kevin Tervort, to Open Public Hearing

Second: Bill Adams

Vote: Aye: All
Nay: None

1. *Discuss submitting an application to the Permanent Community Impact Board for Grant and/or Loan Funding for a new Ladder Truck*
2. *Discuss submitting an application to the Permanent Community Impact Board for Grant and/or Loan Funding for a new Station*

Chief Kuhlmann addressed the public concerning the need for a new fire station and new cliff trucks and other apparatus. Our options for financing needed to cover this would be a Conventional loan

which would be for 10 years at 4.5% interest, or with the Impact Board for a 20 year loan and 2.5% interest, in addition we would ask for a grant for an additional \$500,000 to help cover the cost of a new station. This would offset 1/3 of the cost. The public was informed that while a request for funding may be made to the PCIFB for a grant to fund a particular project, the CIB Board may instead offer to the District the CIB funding in the form of an interest bearing loan which would require repayment. This public hearing is needed in order to move forward in the application process before we can meet with the Grant Board which meets the 1st Thursday of Nov. in Moab. Captain Farthing has been helping to move this process along.

Motion: Bill Adams, to Close the Public Hearing
Second: Kevin Tervort
Vote: Aye: All
Nay: None

E. Business:

1. Discussion and Possible Approval of CIB Grant and/or Loan Funding Application for a New Ladder Truck

Price has gone up on these trucks, and there are no more demos available. CIB will assist with this. Conventional is 10 yrs. and 4.5%, CIB is 20 yrs. and 2.5%. The only way we will be able to incorporate these into our budget is with the CIB help. We have discussed this multiple times; we need to just move forward with this now.

Motion: Kevin Tervort, to approve the CIB Grant and/or Loan Funding Application for a New Ladder Truck
Second: Bill Adams
Vote: Aye: All
Nay: None

2. Discussion and Possible Approval of CIB Grant and/or Loan Funding Application for a New Station

We are hoping to be able to move forward with this application for a new station. We are asking for the \$500,000 grant to help with this construction. We are looking at the Coral Canyon location as the first option for the new station, as this is the more favorable location.

Motion: Bill Adams, to approve the CIB Grant and/or Loan Funding Application for a New Station
Second: Kevin Tervort
Vote: Aye: All
Nay: None

3. Discussion and Possible Approval of a Merit Board Policy & Board Appointments

We need to move this item ahead. We are experiencing a continued struggle. I am in the process of writing a letter to the State of Utah Retirement Board. We are losing our employees to other States because of this. We currently have 14 full-time and regular part-time employees. We are losing 3 employees to Las Vegas and 1 to Vernal this next month. Our retirement is not comparable. The Merit Board allows us to have hiring policies in place so that there is an oversight for a hiring policy. We would have a testing process in place before hiring begins.

The Hurricane Valley Fire SSD new board members will be Bruce Densley, Darrin LeFevre, Ken Hooten, Dean Cox, Kevin Tervort and Mayor Peterson.

Motion: Ken Hooten, to approve the Merit Board Policy subject to the Attorney's corrections with Bruce Densley, Darrin LeFevre and Ken Hooten as the Merit Board Appointments.

Second: Bill Adams

Vote: Aye: All

Nay: None

4. Discussion of Possible Approval of Job Description

We don't have the positions solidified yet, but if we expand the District, we may need this to happen. These could be platform or basic, with changes made when we post the job positions. These would be made possible through Captains and Battalion Chiefs.

Motion: Ken Hooten, to approve the Job Descriptions for Deputy Chiefs, Battalion Chiefs & Captains.

Second: Bill Adams

Vote: Aye: All

Nay: None

5. Update on Station 46

We approached the Community Impact Board on some favorable financing on this. The architect is in design mode right now, but with no contract as we don't know what financing we will have yet. We have decided to move forward with this on our own, without Washington in mind, in hopes that we don't miss the available funding. We are asking from direction from the board to make Coral Canyon a priority. The general consensus is to move forward with the Coral Canyon station.

6. Discussion on Staffing Levels

Chief Kuhlmann showed an organizational chart to show all employees and the call volume which is going in part due to the addition of Leeds. Our coverage area is now 450 square miles. The day of week and time of day doesn't affect the call distribution because the statistics show we are busy all hours of every day. We have a big workload consisting of Hose & Hydrant Testing, Inspections, Administration Activities, Trainings, EMS calls and Fire Calls, etc.... Along with dealing with a lot of changes that are taking place with EMS, Wildland, Reporting, and Accounting. This is a growing period for us right now. Most of Chief's time, Monday through Friday is spent in meetings. We need a Deputy Chief, Monday through Friday, and a Battalion Chief/Training Officer here daily, along with different staffing levels. We are asking for direction and support for this if we can fund it. There was a general consensus to move forward with staffing needs.

7. Discussion and Possible Approval of New Hire Testing

Captain Wright & Captain Farthing went over the Testing Process for new recruits and for new permanent full-time and permanent part-time employees. Captain Farthing went over the steps taken to recruit people, such as Fire I, Fire II, Wildland, and EMS. Captain Wright went over the Physical Agility Test. There will be seven timed sessions with eight steps or sections. Every couple of years we do a recruit academy for Fire and for EMS. We would like to be able to perform the testing now in order to build a pool of applicants for the full-time and part-time positions that come available.

Motion: Ken Hooten, to approve the New Hire Testing

Second: Kevin Tervort

Vote: Aye: All

Nay: None

8. Discussion and Possible Approval of a Purchasing Policy

This Purchasing Policy has been discussed at previous meetings and is needed so that we can move forward on the LaVerkin Station and the new brush truck.

Motion: Ken Hooten, to approve the Purchasing & Procurement Policy

Second: Bill Adams

Vote: Aye: All

Nay: None

9. Discussion and Possible Approval of a Loan Resolution

This is needed to execute the loan for the purchase of the two ambulances and one brush truck through the State Bank of Southern Utah.

Motion: Kevin Tervort, to approve the Loan Resolution

Second: Bill Adams

Vote: Aye: All

Nay: None

10. Discussion on Fireworks Liability

We have not been able to find an insurance company that will cover us for ten million dollars for the fireworks displays. We may need to step away from lighting fireworks for cities and have the cities themselves hire a private contractor to do this.

11. Discussion on a Change to Accounting

We have had a couple of audits that we have felt confident with but recently auditors have been making journal entries that our accounting program people didn't feel were necessary when they reviewed our books before the audit began. We received a letter from the State Auditor's office due to some of those changes. We need to have another set of eyes looking at our accounting procedures, maybe once a month for 3-4 hours. The general consensus is to have our accounting program company, Pelorus, come to our office to check our books monthly.

12. Discussion on Auditing Firm

We need to look into finding another auditing firm that will be willing to come to our office to perform the audits. No RFP is required for this. The board is giving Chief full discretion to find a different auditing company for our audits.

13. Discussion on the Continued Operations Plan

On November 17th the County should have on their agenda to approve the Dissolution of Leeds Area SSD and the joining of Leeds into our District. Because of this we should not have our regular meeting in November before this date. The general consensus is to have our next District Boarding meeting on November 18th, to make any transactions that may be needed. The board would like to have it earlier than the regular time of 5:30 pm.

F. Closed Session:

Motion: Bill Adams, to go into a Closed Session at 7:12 pm

Second: Kevin Tervort

Vote: **Aye:** All
 Nay: None

Motion: **Kevin Tervort**, to go back to the Regular Meeting at 7:23 pm

Second: **Bill Adams**

Vote: **Aye:** All
 Nay: None

G. Adjourn

Motion: **Kevin Tervort**, to adjourn the meeting at 7:24 pm.

Second: **Bill Adams**

Vote: **Aye:** All
 Nay: None

Date approved November 18, 2015

Minutes taken by Patty Olesky

Bruce Densley, Chairman

Attest:

Patty Olesky, District Secretary